



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5216.9
1B
AUG 13 2012

COMBAT CENTER ORDER 5216.9

From: Commanding General
To: Distribution List

Subj: CORRESPONDENCE ADMINISTRATION FOR MARINE AIR GROUND TASK FORCE TRAINING
COMMAND (MAGTFTC), MARINE CORPS AIR GROUND COMBAT CENTER (MCAGCC)

Ref: (a) SECNAV M-5216.5
(b) MCO 5215.1K
(c) Administration Reference Guide
(d) CCO 1650.1B
(e) <http://www.marines.mil/29pPalms/G1/Pages/instruct.aspx>
(f) CCO 7000.4A
(g) CCO 5210.2

Encl: (1) CC 5000/1 MAGTFTC, MCAGCC Routing Sheet

1. Situation. The references provide general guidance for the creation and administration of correspondence documents and directives for the Combat Center.
2. Mission. To provide amplifying guidance and establish internal policy in the preparation of correspondence documents and directives within this command.
3. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. The references will be the guiding influences in the preparation of all correspondence documents and directives pertaining to the Combat Center.
 - (2) Concept of Operations. Assistant Chiefs of Staff (AC/S), Commanding Officers, and Special Staff Officers will write correspondence documents and directives that are clear with regard to intent, guidance, and expected action.
 - b. Subordinate Element Missions
 - (1) Assistant Chiefs of Staff, Commanding Officers, and Special Staff Officers
 - (a) Ensure the proper use of the references when creating correspondence documents, awards, and directives throughout your areas of responsibility.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(b) Completed correspondence or taskers prepared and submitted to the command deck should be routed through other interested staff agencies for review and indication of concurrence or nonconcurrence before being submitted to the G-1 Adjutant for final review and submission to the Staff Secretary's office. The staff officers concerned indicate concurrence by annotating their initials and date on the routing sheet. If routed via electronic mail (email) a lack of response by the specified date will constitute a concurrence. In all cases of nonconcurrence, those staff officers will include comments as appropriate. See enclosure (1) for the standard routing sheet format. Use only one routing sheet per package, and use the following guidelines to prepare it:

1. If the package is in response to a tasker, always return the original tasker with the package.

2. If a package has been reworked, always return the paperwork indicating previous errors.

3. Forward all directives, awards, and correspondence for the Commanding General's (CG) review or signature via the G-1 Adjutant for administrative screening. Awards should be submitted per reference (d).

(2) Assistant Chief of Staff G-1, Adjutant

(a) The G-1 Adjutant will assign a tracking number to all correspondence, awards, and directives sent to the CG for review or signature.

(b) Unless otherwise notified via the routing sheet, all correspondence signed by the CG will be mailed from and filed in the G-1 Adjutant's office.

(c) Contact the G-1 Adjutant's office for assistance in tracking correspondence or directives; 760 830-8689/4189.

c. Coordinating Instructions

(1) Letterhead

(a) Authorized use of command letterhead is outlined in reference (g).

(b) For all other office business letterhead do not use a seal or "United States Marine Corps." The following is an acceptable header for directorates:

OFFICE NAME
BOX 781234
TWENTYNINE PALMS, CA 92278-1234

(c) The Postal Standard Operating Procedures provides an official listing of mailing addresses for all units and directorates aboard the Combat Center. If a correction is required contact the Postal Chief at 830-7399.

(2) Pocket Folders. The following color pocket folders will be used when submitting particular types of correspondence:

(a) Blue will be used for general correspondence.

(b) Red will be used for awards and other personal recognition.

(c) Yellow will be used for Combat Center orders, bulletins, and policy letters.

(d) Orange will be used for Protocol documents and special events, e.g. letters of instruction (LOIs).

(3) Correspondence Packages

(a) A routing sheet, enclosure (1), will accompany every package that comes to the CG for signature or review.

1. It must be signed by either the commanding officer, executive officer, AC/S, Deputy AC/S, or the respective Special Staff Officer.

2. All right side fields will be completed in a manner as to provide the CG with the contents of the folder.

3. Appropriate staffing shown on the left side.

4. The routing sheet will be stapled to the pocket folder, once on the left side and once on the right side.

5. Missing or incomplete routing sheets will not be accepted.

(b) Supplemental information, e.g. reference materials, staffing notes, a legal read (if required), etc. will be placed in the left side of the pocket folder. Documents that require CG action or signature will go on the right hand side of the pocket folder.

(c) For large documents use a six part brown folder. Paperclips will not be used.

(4) Staffing Procedures. Staffing can be done physically via the routing of the folder utilizing enclosure (1), via email utilizing enclosure (1) and signing digitally, or via email response and physically entering concur/nonconcur on the route sheet.

(5) Letters of Instruction

(a) In accordance with reference (f), LOIs are to be submitted to the G-1 Adjutant's office 45 days prior to the event.

(b) A routing sheet, all staffing notes/emails, a printed copy of the LOI, and a legal read must accompany the package.

(c) Email the electronic word document to the administrative specialist handling the LOIs. Call 830-8689 for the email address.

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(6) Combat Center Orders, Bulletins (CCBul), and Policy Letters

(a) Are to be submitted to the G-1 Adjutant's office with a routing sheet, all staffing notes/emails, and a copy of the printed order, bulletin or policy letter.

(b) Email the electronic word document to the administrative specialist handling the CCO, CCBul, or policy letter. Call 830-8689 for the email address.

(7) Sample Formats and Templates. Sample formats and templates for endorsement letters, information papers, point papers, position papers, talking papers, standard letters, policy letters, LOIs, and the five paragraph order can be located using reference (e).

(8) Reference Materials. The following references are recommended for review when questions arise in addition to those listed in this Order:

(a) HQMC Supplement to the DoN Correspondence Manual (MCO 5216.20).

(b) GPO Style Manual 2008.

(c) MAGTFTC, MCAGCC Admin Guidance document, see reference (e).

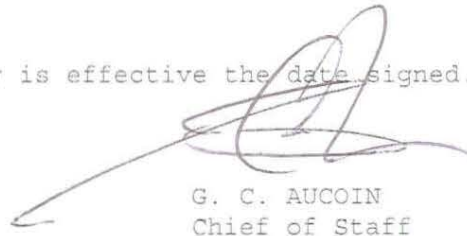
(9) Forms. Enclosure (1) is the MAGTFTC MCAGCC Routing Sheet Form CC 5000/1 and can be obtained from the Naval Forms Online web site at <http://navalforms.daps.dla.mil>. Use the forms tab to access the search page; the number or title can be entered in the keyword search.

4. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

5. Command and Signal

a. Command. This Order is applicable to all Assistant Chiefs of Staff, Commanding Officers, Directors, and activities located aboard the Combat Center.

b. Signal. This Order is effective the ~~date~~ signed.



G. C. AUCOIN
Chief of Staff

MAGTFTC MCAGCC ROUTING SHEET

OPERATION CODES						DATE		
X -	ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET	G -	INFORMATION			SUBJECT:		
A -	APPROPRIATE ACTION	H -	RETURN TO Room					
B -	GUIDANCE	I -	INITIAL					
C -	SIGNATURE	J -	DISPOSITION					
D -	COMMENT	K -	DECISION					
E -	RECOMMENDATION	L -	RETENTION					
F -	CONCURRENCE	O -	OTHER					
RT - Use numbers to show order of routing						NATURE OF	ORIGINATOR	DUE DATE
RT	OPR CODE	ADDRESSEES	DATE		CONC/NONCONC /COMMENT	Routine		
			IN	OUT				
////		Commanding General						
////		Aide de Camp						
////		Chief of Staff (COS)						
////		Staff Secretary						
////		Admin. Chief						
////		Sergeant Major						
////		Adjutant						
		Staff Judge Advocate						
		Protocol						
		AC/S G-1 (MANPOWER)						
		AC/S G-3 (OPERATIONS & TRAINING)						
		AC/S G-4 (INSTALLATION & LOGISTICS)						
		AC/S G-5 (COMMUNITY PLANS LIASON)						
		AC/S G-6 (COMM & INFO SYS)						
		AC/S G-7 (MISSION ASSURANCE)						
		AC/S G-8 (COMPTROLLER)						
////	////	SPECIAL STAFF SECTIONS			////		////	
////	////	SUBORDINATE ELEMENTS			////		////	
////	////	TENANT COMMANDS			////		////	
AC/S, Deputy, XO: Name, Grade, Office Code, Telephone Number						AC/S, Deputy, XO Signature		